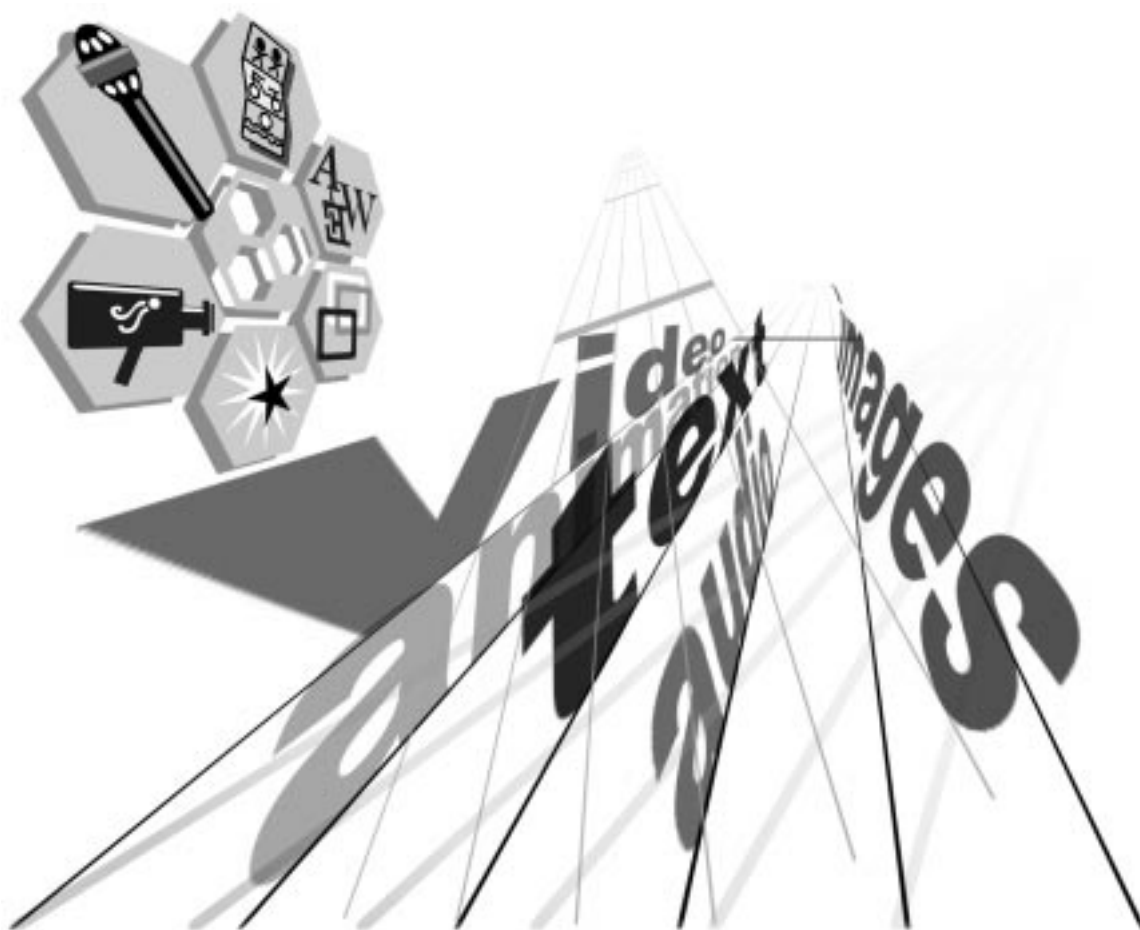




REALSLIDESHOW™ USER'S GUIDE

Version 2.0



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INTRODUCTION TO REALSLIDESHOW

Welcome to RealSlideshow version 2.0 Powered by RealSystem G2. RealSlideshow allows you to convert basic image files into streaming media presentations for use on the World Wide Web or a corporate Intranet. Combining RealPix™ with RealAudio® opens up a whole new dimension to your images.

Main Features

With RealSlideshow, you can:

- organize images on a timeline
- add background music
- add your voice to describe your images
- customize the look of your images and your RealSlideshow presentation
- send the RealSlideshow presentation to your friends and family

Features in the Plus Version

The following features are also available if you purchased the Plus version of this product:

- add clickable hyper-links to your presentation
- add text to describe your images
- add new text and logo regions to your RealSlideshow presentation
- change the layout of the final presentation and save it as a template

About This Manual

Chapter 1: Installing RealSlideshow explains installation procedures and provides information about system requirements for installing and using RealSlideshow.

Chapter 2: Slide Show Basics contains general information about streaming media and RealSystem G2. It describes the different components of a streaming media presentation (including SMIL) and is recommended regardless of whether you are new to RealSystem G2 or an experienced content creator.

Chapter 3: Getting Started shows you how to open RealSlideshow and create a new project.

Chapter 4: Adding Images shows you how to add images to your project and customize them.

Chapter 5: Adding an Audio Track shows you how to add audio to your presentation, both recorded music and a voice narration.

Chapter 6: Adjusting Project Properties explains how to modify your project. You will learn how to add a title and other unique information, adjust the layout (Plus version only), and change your target audience.

Chapter 7: Generate the Presentation shows you how to create the final presentation, play it, publish it, and send it to your friends and family.

For More Information

For additional information about using streaming media effectively and how to create different types of multimedia presentations, refer to the *RealSystem G2 Production Guide*, available for download from the RealNetworks Web site at:

- <http://service.real.com/help/library/index.html>

For technical support with RealSystem G2, please fill out the form at:

- <http://service.real.com/contact/email.htm>

The information you provide in this form will help technical support personnel to give you a prompt response. For general information about RealNetworks' technical support, visit:

- <http://service.real.com/help/call.html>

Chapter 1

INSTALLING REALSLIDESHOW

This chapter details requirements needed by your system to run RealSlideshow and also provides step-by-step installation instructions. You will also learn what other equipment and software you need to create a multimedia presentation.

System Requirements

RealSlideshow is currently available for the following operating systems:

- Microsoft Windows 95[®] (OSR-2)
- Microsoft Windows 98[®]
- Microsoft Windows NT[®] 4.0 (Service Pack 3)

In addition, you need the following hardware to run RealSlideshow:

Hardware Requirements		
Requirement	Minimum	Recommended
CPU	Pentium [®] 120	Pentium [®] 166 with MMX
RAM	32 MB	48 MB
Hard Disk space (software)	30 MB	
Hard Disk space (data)	30 MB	100 MB
Color Display	16-bit (High Color) set to 800 x 600 resolution	
Sound Card	16-bit sound card or better	

Other Requirements

You will need the following installed in order to use RealSlideshow:

- RealPlayer™ G2

- a compatible Internet browser, such as Netscape Navigator™ v 3.0 or later, or Microsoft Internet Explorer™ v 3.02 or later
- a microphone, if you plan on recording your voice for narration
- speakers or a set of headphones connected to your sound card

How to Install

This section shows you how to install and register the product on your computer.

► To install RealSlideshow:

1. Insert the RealSlideshow compact disc in your CD-ROM drive, or download the install program if you purchased the product from the RealNetworks Web site.
2. Close all open programs.
3. Double-click the install program to begin installation.
4. Inspect the Program License Agreement, and click **Accept** to agree.
5. Enter your e-mail address.
6. Choose a destination directory location or accept the default location.
7. Enter the serial number that is included with your purchase of RealSlideshow, and click **Next**.
8. Select **Yes** or **No** when asked if you want to add a desktop shortcut to RealSlideshow.
9. Click **Finish** to begin installation.
10. After installation is completed, click **Yes** or **No** when asked if you want to view the product's ReadMe file.

This file contains important information about the product that could not be added to this document before publication.
11. Fill out the electronic registration and select whether you want to be informed of any RealSlideshow updates or events.
12. Click **Next**.
13. You can run a guided tour that introduces you to RealSlideshow, or you can run the program.

Chapter 2

SLIDE SHOW BASICS

This chapter introduces you to streaming media and shows you the different parts of a streaming media presentation. Although you do not need to know this information in order to use RealSlideshow for basic tasks, it is recommended that you have a working knowledge of these topics.

What is Streaming Media?

Before the advent of streaming media, you had to wait for a media file to completely download from an Internet or network server in order to experience it. When you create a streaming media presentation, users can view it almost instantly with a RealPlayer G2.

Streaming media allows you to send small packets of information over a network connection. The user receives the information packets and plays your media piece by piece. The process is almost invisible to the user, except for a small amount of buffering at the beginning.

RealSlideshow G2 is a part of the RealNetworks RealSystem G2. RealSlideshow creates the presentations, RealServer™ G2 sends them across the Internet, and RealPlayer™ G2 shows them to the user.

Components of a Streaming Media Presentation

A presentation created with RealSlideshow can include images and audio in a layout designed for streaming to RealPlayer G2. Both of these media elements are synchronized together to create a rich, multimedia presentation.

This section introduces you to the different components that can make up a streaming media presentation created with RealSlideshow.

Images

A presentation created with RealSlideshow contains a collection of images that is the focus of the author's show. RealSlideshow converts your JPEG (.jpg), GIF (.gif), PNG (.png), or bitmap (.bmp) images into streaming media. These images are combined with your audio narration to create a streaming media presentation that is shown in a RealPlayer G2.

For help on creating good images before you place them into RealSlideshow, see "Tips on Creating Images" on page 9.

Audio

Clear and good-sounding audio in a presentation can greatly improve a user's experience. Your audio input, whether by microphone or a recording of a compact disc, is converted into RealAudio and streamed along with your final presentation.

Text

You can use RealSlideshow to add text to a presentation by adding a caption. A caption is streaming text (also known as RealText) that reads along with a slide.

Streaming text is a good way to describe your slides. You can use streaming text to create messages, a running commentary, or captions for your images.

Putting it All Together

A layout brings all of these streaming media elements together. RealSystem G2 uses the SMIL (pronounced "smile") mark-up language to create the layout for your presentation.

RealSlideshow allows you to use a basic, default layout, or you can combine the slides with other media, such as text and logos, to create your own custom presentation. See "Choosing a Layout" on page 31 for more information on creating a layout.

Refer to the *RealSystem G2 Production Guide*, available from RealNetworks, if you want to learn more about the SMIL language.

Chapter 3

GETTING STARTED

This chapter shows you how to begin using RealSlideshow. You will learn how to start the product and create a new project. Also included is a tour of the main window where you will do all of your work.

Overview of the Main Window

As with most Windows programs, you can start the program from the Windows Start menu. Click on **Start**>RealSlideshow to begin.

Once you have started the product, the main window opens for you. This section gives you a brief tour of the main window, introducing each element to you.

The RealSlideshow Main Window



Main Menu—the primary way to access different functions of this program

Storyboard—a graphic representation of the different elements of your presentation; the main sections are: Images, Download, Voice, Music, and the Timeline

Properties button—this button allows you to change options for the current project

Layout button—this button allows you to adjust the layout of the final presentation

Production buttons—use these buttons when your presentation is ready to be created; you can generate your presentation, play it, and send it to your friends and family

Creating a New Project

The first step in creating a streaming media presentation is creating a new project. This project file contains all of the information about your presentation: the images you use, the audio track, and other preferences. All of this information is saved as a single project file so you can work with it at any time.

The project files you create with RealSlideshow have a .rpj extension.

► To create a new project:

1. In the main window, choose **File>New Project**.
An untitled project opens in the main window.
2. Choose **File>Save Project As**.
3. Enter a name for your project and a directory where you want to save it.
Make sure you use the .rpj extension.
4. Click **Save** to save the project and return to the main window.

Chapter 4

ADDING IMAGES

Streaming images are the main focus of a RealSlideshow presentation. This chapter describes general tips on creating images, shows you how to add images to your project, and describes how to customize the images to create a quality presentation.

Tips on Creating Images

Using high-quality images in your RealSlideshow presentation is one of best ways to create a great slide show. Because there are a number of ways that you can create images (digital camera, scanning photos, scanning slides, for example), image quality can vary greatly depending on your particular method.

Regardless of how you create your original, you should try to make sure your digital image has the following qualities:

- maximum resolution of 96 dpi (dots per inch)
- maximum file size of 150k

Any image with higher resolution or a larger size will decrease your performance without greatly enhancing your slide show. You may have to experiment with different graphics programs to get a file that works best. Most importantly, make sure to back up your original image file.

Adding and Deleting Images

This section shows you how to add images to your presentation or remove them. The types of images that are accepted are JPEG (.jpg or .jpeg), GIF (.gif), PNG (.png), or Bitmap (.bmp) files. In this step, you select the images you want and place them on the storyboard.

- To add images to your presentation:
 1. In the main window, choose **File>Add Images**.

The Add Images to Project dialog opens.

2. Change the directory to locate the image file you want to add.
3. Select the image file, or press CTRL and select more than one image file.

You can see the selected image in the Preview area.

4. Click the **Open** button.

The image is added to the storyboard. If you have other images present, the current image is added to the end of the presentation.

5. Repeat the above steps for all images you want to add.

Tip

You can also simply drag image files from a folder and drop them directly onto the storyboard.

► To delete an image:

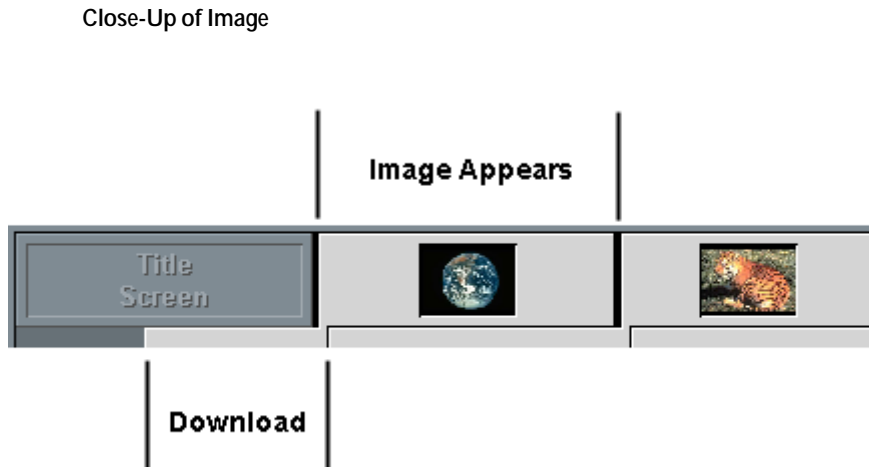
1. Select an image in the Image storyboard, or press CTRL and select more than one image.
2. Choose **Edit>Delete** from the main menu.

The image is erased from the storyboard and the project.

Changing Download Time

Since images are the primary part of a presentation created with RealSlideshow, the quality of the images is extremely important. This section gives you a few tips so that your images are ready for streaming.

Image files added to your project appear in the Images section of the storyboard. There are two attributes to an image, the time needed to download the image and the time the image appears in the presentation.



When an image “downloads” in RealSlideshow, it has a different meaning than ordinary downloads. Ordinarily, you would have to wait for the entire presentation to download before you could view it. RealSlideshow arranges the download time of each image to coordinate with the display time of another image. Therefore, the downloading is mostly invisible to the audience. The download time depends on the size of the image and the connection speed of your audience. See “About Bandwidth” on page 36 for more information.

Note that images are downloaded while the previous image appears. In other words, there is a minimum time that an image can show, because the next image is downloading. RealSlideshow keeps track of this download time automatically and will not allow you to show an image less than the minimum.

If you want to decrease the time needed to download an image, you can adjust how much that image is compressed by RealSlideshow when the final presentation is created. You can also decrease download time by cropping out unwanted portions of an image. See “Changing the Look” on page 17 for more information.

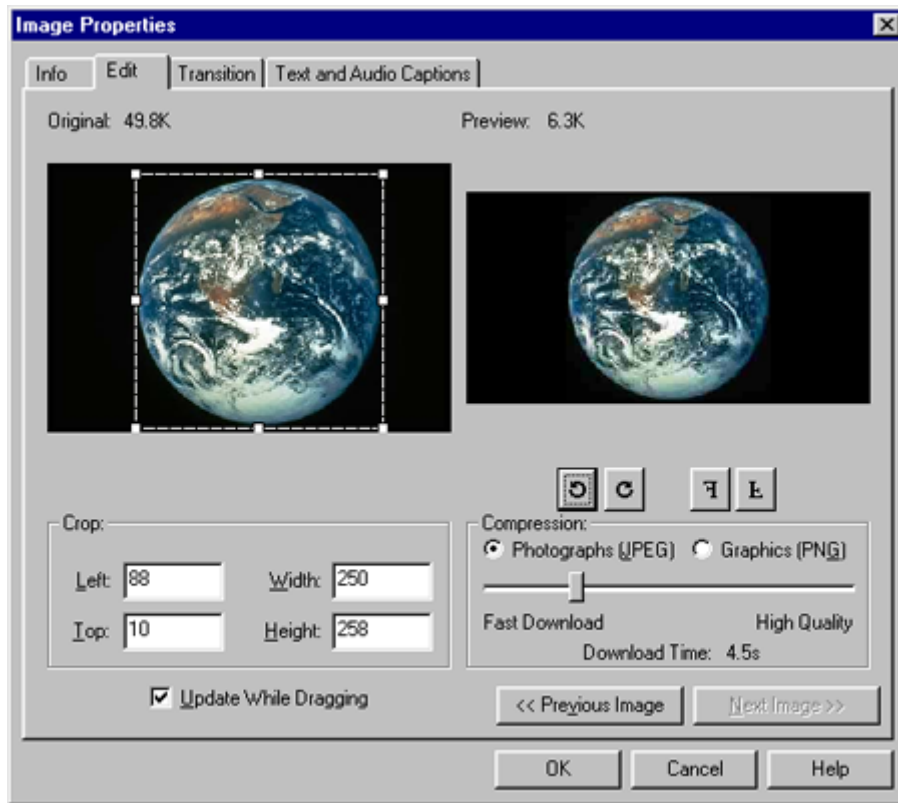
- To adjust the compression for an image:

1. In the Image storyboard, select an image.

Tip

To select an image you want to adjust, click it with the mouse or use the arrow keys on your keyboard.

2. Choose **Edit>Image Properties** from the main menu.
3. Click the **Edit** tab.
A preview of the selected image appears on the right, and the original image source appears on the left.



4. In the Compression section of the dialog, choose the type of image you are adding:
 - **Photograph**—images scanned from normal photographs or taken with a digital camera
 - **Graphic**—images generated using computer graphics programs, or digital art
5. Move the Compression slider towards **Fast Download** to decrease download time.

Notice that the image in the preview window will lose clarity the more you decrease the download time. This is how the image will appear in the final presentation.

6. Click **OK** to apply your changes to the project.

Changing Transitions

A transition is a visual effect that takes place when the presentation moves from one image to another. By default, each image fades into the next one. If you want to change how two images transition, the following table describes the different types of transitions you can use.

Image Transitions	
Type	Description
Fade	The new image gradually fades in while the old image fades out; used when a subtle change is wanted.
Wipe	The new image moves over the old image; you can specify which direction the new image wipes from.
Push	The new image pushes the old image away; you can specify which direction the new image pushes from.

- To change a transition:

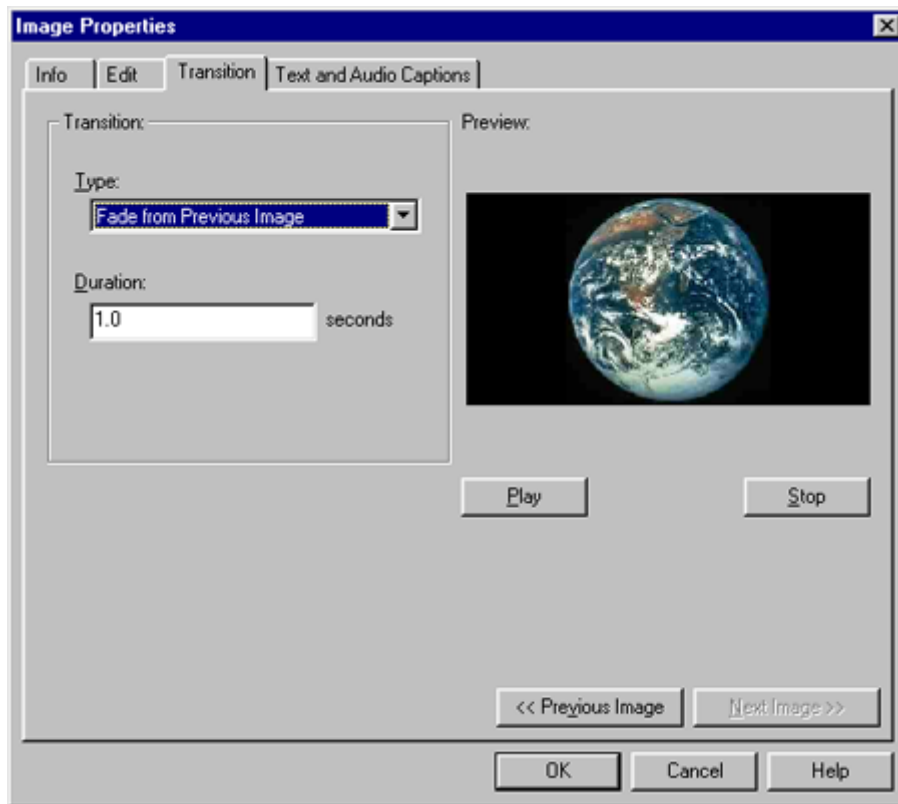
1. In the Image storyboard, select an image.

Tip

To select an image you want to adjust, click it with the mouse or use the arrow keys on your keyboard.

2. Choose **Edit>Image Properties** from the main menu.
3. Click on the **Transition** tab.

The Transition page opens. A preview of the image is shown.



4. Select a new transition type.
5. Enter the time for the transition to take place. We recommend that you keep your transitions under 5 seconds.
6. Click the **Play** button to preview the new transition. Click **Stop** when you are finished previewing.
7. If you are satisfied with the result, click the **OK** button to return to the main window.



Adding Text to an Image

At times you may want to add a brief description of an image while it is shown to your audience. You can add streaming text to any image you choose. When

your audience plays your presentation, the text appears in a small caption area with the image.

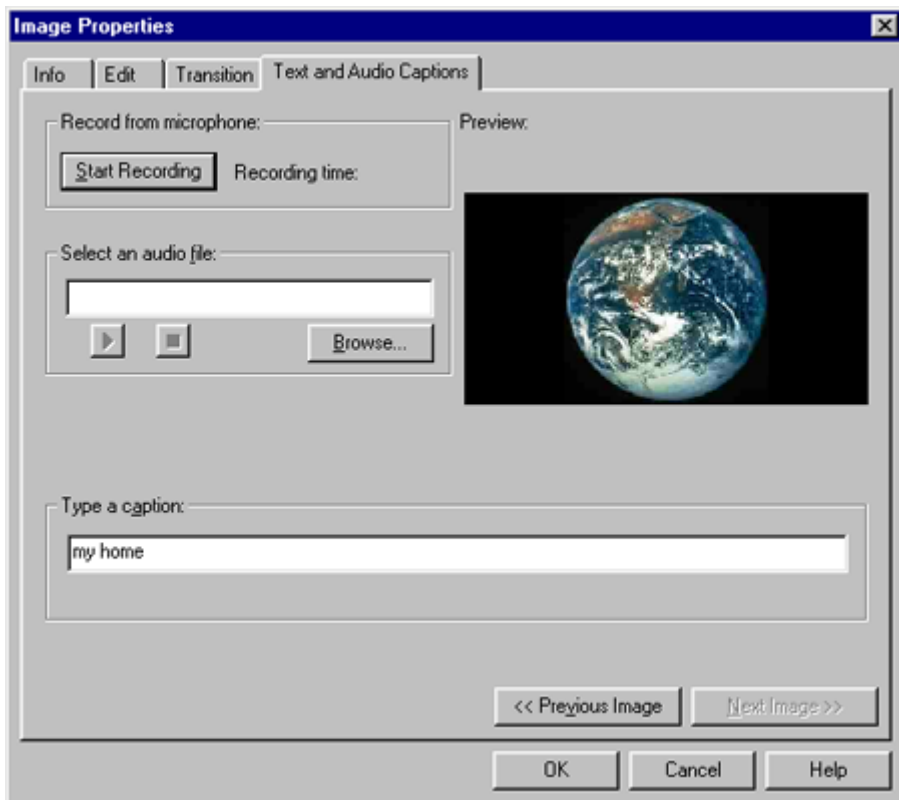
- To add a text caption to an image:

1. In the Image storyboard, select an image.

Tip

To select an image you want to adjust, click it with the mouse or use the arrow keys on your keyboard.

2. Choose **Edit>Image Properties** from the main menu.
 3. Click on the **Text and Audio Captions** tab.
- The Text and Audio Captions page opens.



4. In the space provided, type in the text you want to appear when the image plays in your presentation.

5. If you are satisfied with the result, click the **OK** button to return to the main window.

Changing Image Order, Time, and Look

Changing the transition between two images is only one way that you can customize your presentation. You can also move images around, increase or decrease the amount of time they play, and change how each image looks.

Changing Order

Once you have added an image to the storyboard, you may want to move it at a later time. RealSlideshow allows you to change the order of your images.

- To change the position of an image:

1. In the Image storyboard, select an image.

Tip

To select an image you want to adjust, click it with the mouse or use the arrow keys on your keyboard.

2. Click and hold the mouse button on the image, and drag it to a new location.

Tip

You can also use the keyboard to cut and paste images. Press **CTRL+X** to cut, and press **CTRL+V** to paste.

Changing Time

You can adjust how long an image (or the title screen) will appear in the final presentation. Depending on the time needed to download the next image, you will notice that each image requires a minimum display time. The maximum time you can show an image has no limit.

- To adjust the appearance time for an image:

1. In the Image storyboard, select an image.

The black bars at the front and back of the image show when the image begins and ends.

Tip

To select an image you want to adjust, click it with the mouse or use the arrow keys on your keyboard.

2. Click and hold a black bar until you see a red line on the timeline.
3. Holding down the mouse button, drag the red line to the new position on the storyboard.

RealSlideshow does not allow you to drag the start of an image past the minimum download time.

Tip

You can also use the keyboard to adjust appearance time. Press **CTRL+Right Arrow** to increase time, and press **CTRL+Left Arrow** to decrease time.

Changing the Look

Sometimes, you want to alter the way the source image looks in your final presentation. RealSlideshow allows you to crop, rotate, and flip any image in your project.

Cropping

When you crop an image, you are removing the unwanted portions of an image. For example, you may want to focus on only one person in a photo. But your subject is in the middle of the photo and is surrounded by other people. In this case, you would crop around your subject.

Some things to consider when cropping:

- If you change the ratio of height to width (the aspect ratio), a black border will fill in any extra space.
- You can also focus on a part of the image by cropping, but keep the original aspect ratio.

➤ To crop an image:

1. In the Image storyboard, select an image.
2. Choose **Edit>Image Properties** from the main menu.
3. Click the **Edit** tab.

A preview of the selected image appears, plus the original image source appears.

4. In the original image area, select a crop handle and drag it to the desired location.
5. You can also move the cropped area by selecting the middle of the area and dragging the crop outline to the desired location.

The preview area shows how the cropped image looks. The download time for your image can be decreased by cropping.

6. Click **OK** to return to the main window.

Rotating

Rotating an image turns it one quarter of a turn either clockwise or counter-clockwise. Everything else about the image remains the same.

► To rotate an image:

1. In the Image storyboard, select an image.
2. Choose **Edit>Image Properties** from the main menu.
3. Click the **Edit** tab.

A preview of the selected image appears, plus the original image source appears.

4. Click either the **Clockwise** button or the **Counter-clockwise** button to rotate the image.

The preview area shows how the rotated image looks.

5. Click **OK** to return to the main window.

Flipping

Flipping an image means that you reverse the image over a center line.

Flipping over its horizontal center line turns the image upside down. Flipping over its vertical center line creates a mirror image.

► To flip an image:

1. In the Image storyboard, select an image.
2. Choose **Edit>Image Properties** from the main menu.
3. Click the **Edit** tab.

A preview of the selected image appears, plus the original image source appears.

4. Click either the **Mirror Flip** button or the **Upside Down** button to change the image.

The preview area shows how the new image looks.

5. Click **OK** to return to the main window.



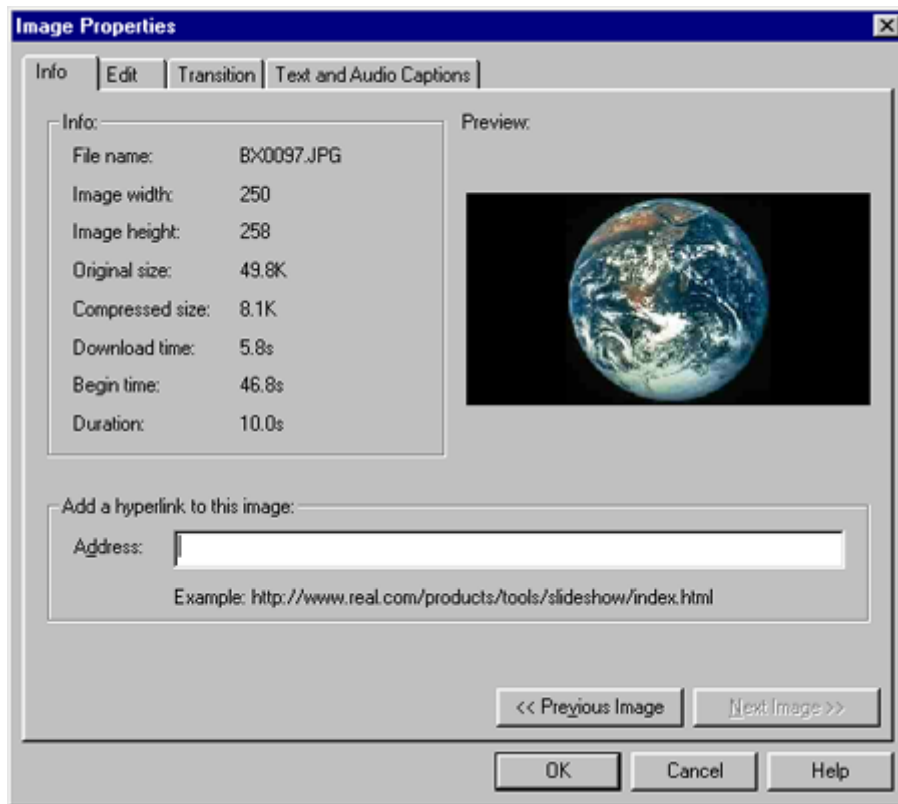
Adding a Link to an Image

You can specify an URL for any image you add to your project. When the presentation plays in your user's RealPlayer, he or she can click on the image. Once the image is clicked, his or her Internet browser starts and opens to the Web page you specify.

- To add an URL link to an image:

1. In the Image storyboard, select an image.
2. Choose **Edit>Image Properties** from the main menu.
3. Click the **Info** tab.

A preview of the selected image appears, plus some information about the image.



4. In the space provided, enter an URL. You must enter the full address (for example, <http://www.real.com/products/tools/slideshow/index.html>).
5. Click **OK** to return to the main window.

Chapter 5

ADDING AN AUDIO TRACK

This chapter shows you how to add audio to your RealSlideshow presentation. An audio track gives your presentation another dimension and gives you more creative power.

There are two kinds of audio you can add to your presentation: music and narration. You will learn about both kinds in this chapter. You will first learn how to check recording levels for your audio in order to create an effective audio track.

Recording Levels

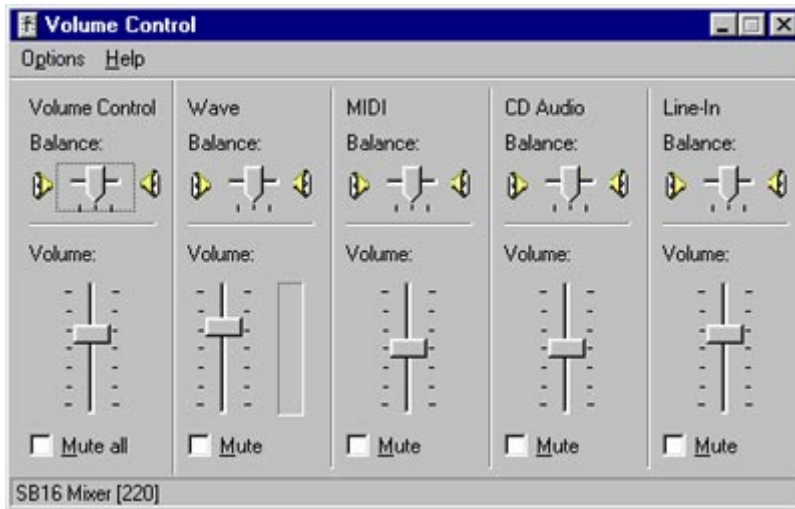
Before you begin to record, you should make sure that your audio recording levels are where you want them. An “audio level” is a technical way to say “volume.”

Whenever a professional audio technician records audio, he or she will always check the levels for every recording device using a mixer. Since you probably don’t have a mixer attached to your computer, you need to use the Windows version. The following procedure shows you how to check your recording levels in Windows. You will need speakers or headphones to help you listen to the levels.

► To check your audio recording levels:

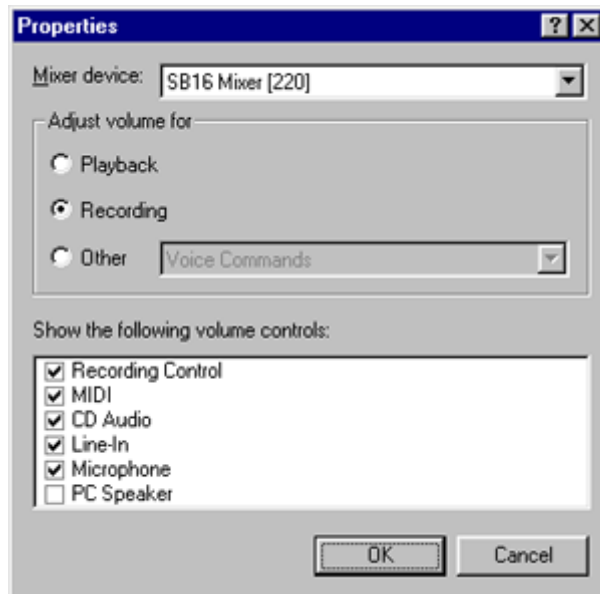
1. Select **Programs>Accessories>Multimedia>Volume Control** from the Windows Start menu.

The Volume Control window opens.



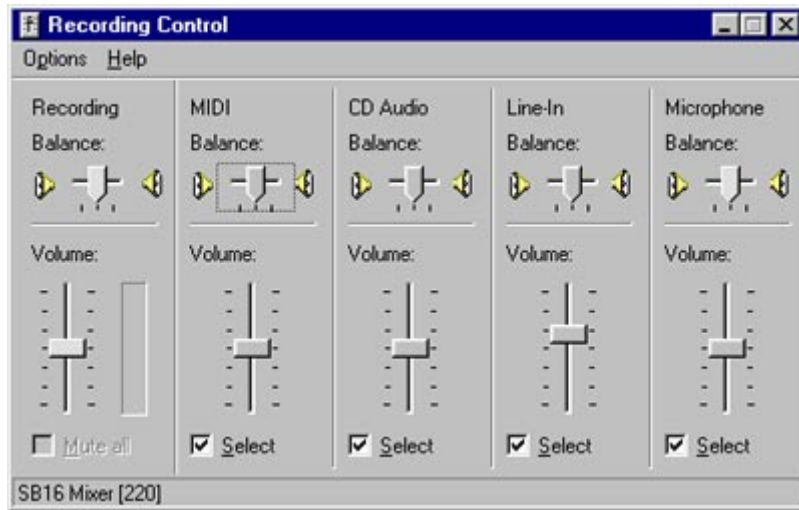
2. In the Volume Control window, select **Properties** from the Options menu.

The Properties window displays.



3. Select **Recording** to adjust the input recording volume. (The **Playback** option adjusts the level of the volume you hear while you are recording, not the volume RealSlideshow uses.)
4. From the list of volume controls, select the type of inputs you will be using and click **OK**.

The Recording Control window opens.



5. Select which recording inputs to use by choosing the Select box for each input.
6. Adjust the sound level by moving the sliders up or down.
Remember, if the volume is too high, the recorded sound may be clipped and appear distorted. If the volume is too low, it will be difficult to hear.
7. Close the Recording Control window and return to the RealSlideshow.

Adding Background Music

RealSlideshow allows you to add background music to accompany your slides. Music from a compact disk (CD) or from certain music files can be easily converted to RealAudio and streamed along with your final presentation.

Warning

Be sure you obtain proper copyright permission on any music if you plan to use the music for any purpose other than private use.

Adding Music from a CD

If your music is stored on a CD, RealSlideshow gives you an easy way to add the music to your presentation. You can only add one CD track to a slide show, and that track is converted into RealAudio when the presentation is generated.

► To add background music from a CD:

1. Choose **File>Add Background Music** from the main menu.

The Project Properties dialog opens to the Background Music page.



2. Place a music CD in your computer's CD-ROM drive.
3. Select a track number from the list.
4. Click the **Start Recording** button.
5. Click the **Stop Recording** button when you are done recording, or wait for the track to end.
6. At the prompt, click **OK** to save your audio.
7. Click **OK** to return to the main window.
8. Select **View>Music Track** to see the music represented on the storyboard.

Adding Music from a File

Music files can be added to your presentation and RealSlideshow will convert the file into RealAudio when the slide show is generated. Only one music file can be added to a slide show, and this file must be one of the following formats:

- **WAV**—a standard format for creating music files, WAV files can be created by most music editing software
- **MP3**—a new format for sharing music files over the Internet, MP3 files can be generated by a number of specially-designed software programs such as RealNetworks' RealJukebox. You can download this product from **<http://www.real.com/products/realjukebox/index.html>** on the RealNetworks Web site.

► To add background music from a music file:

1. Choose **File>Add Background Music** from the main menu.
The Project Properties dialog opens to the Background Music page.
2. Click the **Browse** button to find a WAV or MP3 file to add to your presentation.
3. Select the file, and click **Open**.
4. Click the **Play** button to listen to the file, and click the **Stop** button when you are done.
5. Click **OK** to return to the main window.
6. Select **View>Music Track** to see the music represented on the storyboard.

Adding a Narration

A great way to highlight portions of your presentation is to add your own voice to the presentation. You must record your voice for each image that you want to narrate.

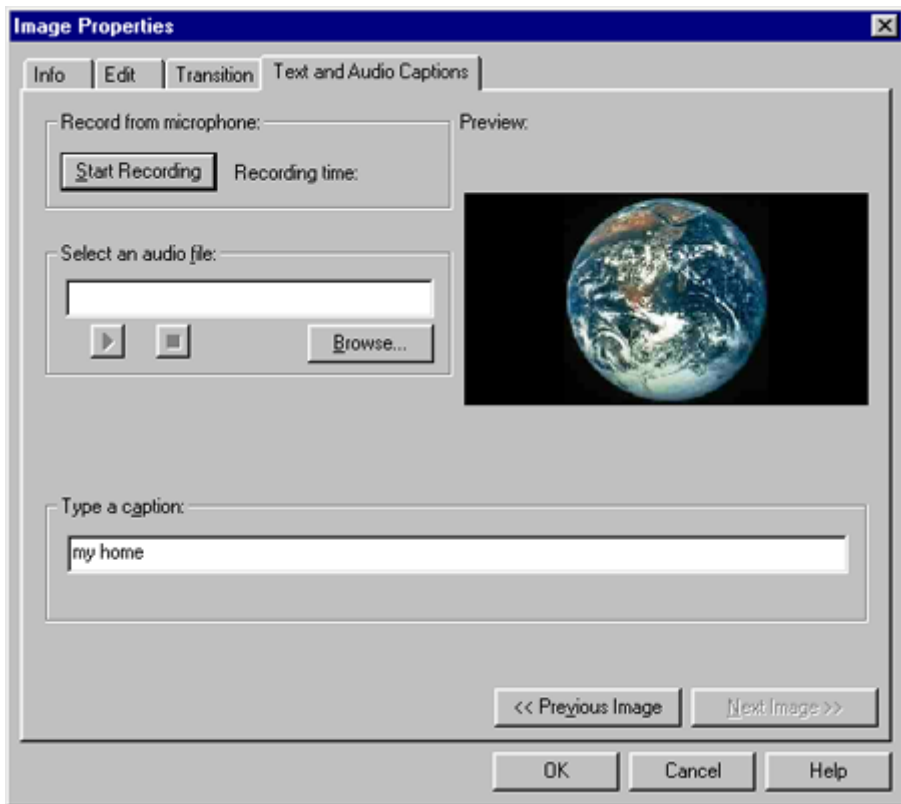
We recommend that you write out a script before you begin recording. Your narration will sound much more professional.

When adding a narration in addition to background music, check your recording levels for your microphone so that your narration can be heard over the background music. See “Recording Levels” on page 21 for more information.

➤ To record a narration for an image:

1. In the Image storyboard, select an image that you want to narrate.
2. Choose **File>Add Caption** from the main menu.

The Image Properties dialog opens to the Text and Audio Captions page. A preview of the selected image appears.



3. Get your script ready.
4. Click the **Start Recording** button.
5. Read your script and remember to talk *slowly*.
6. Once you are done recording for the image, click **Stop Recording**.
7. Click **OK** when you are told that you must save your audio as a file.
The Save Audio File As dialog opens.
8. Change the directory and enter a name for the audio file, then click **Save**.
The audio file is saved as a WAV file and will be converted to a RealAudio file when you generate the output presentation.
9. Repeat the above steps for each image you want to narrate.
10. Click **OK** to return to the main window.

11. Select **View>Voice Track** to see the narration represented on the storyboard.

Using Pre-Recorded Audio

If you want to record your music or voice before adding it to your presentation, you may do so. There are two main ways to use pre-recorded audio: use an audio device connected to your computer, or record it to a WAV or MP3 file and save it onto your computer.

Your audio card should have an Audio Input jack that you can use to connect your audio device. Then, using the same procedure for recording narration, play the audio when you record your narration instead of speaking into a microphone.

You can also use audio from an audio file to narrate your slides.

► To add an audio file as a narration:

1. In the Image storyboard, select an image that you want to narrate.
2. Choose **File>Add Caption** from the main menu.
The Image Properties dialog opens to the Audio Caption page. A preview of the selected image appears.
3. Enter the directory and file name for the media file, or click the Browse button to locate one.
4. Click the **Play** button to listen to the file, and click the **Stop** button when you are done.
5. Click **OK** to return to the main window.
The audio file will be converted to a RealAudio file when you generate the output presentation.
6. Repeat the above steps for each image you want to narrate.
7. Select **View>Voice Track** to see the narration represented on the storyboard.

Chapter 6

ADJUSTING PROJECT PROPERTIES

Once you have added the basic slide show elements to your project, you will want to customize it according to your needs. This chapter shows you how to add unique information to your presentation, how to create a layout, and how to adjust the presentation to fit your target audience.

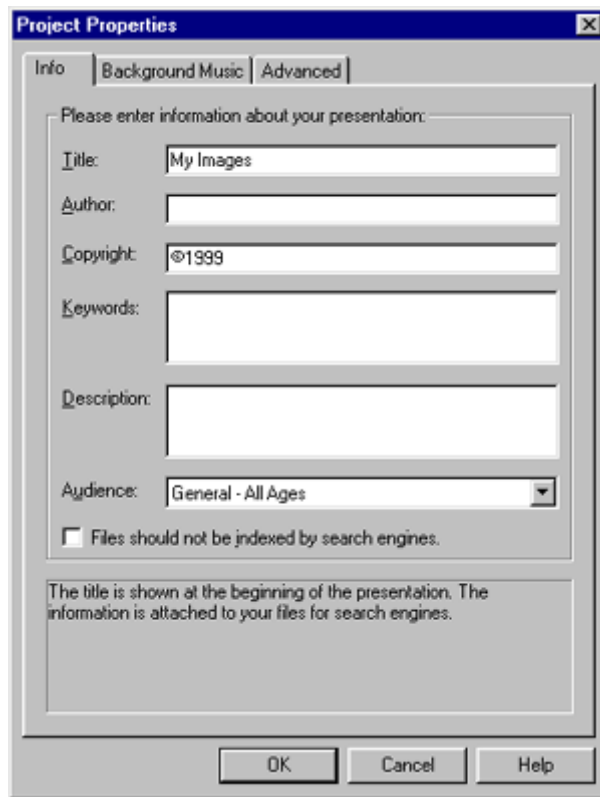
Add Information to Your Presentation

Because every presentation is different, we need an easy way to distinguish one presentation from another. With RealSlideshow, you can add unique information to your project: you can add a title, author, copyright, keywords, description, and an audience rating.

The title you give a presentation will appear in the title region at the beginning of the slide show. You can adjust how much time the title shows by dragging the title on the storyboard as you would for an image. You can also press **CTRL+SHIFT+Right Arrow** or **Left Arrow**.

The rest of the information shows in your audience's players when the presentation is loaded. Plus, you can also specify whether you want search engines to be able use the information to locate your presentation.

- To add information to a project:
 1. Choose **Edit>Project Properties** from the main menu.
The Project Properties dialog opens.
 2. Click the **Info** tab.



3. Enter the following information. Entering information is optional, but we recommend that you fill out each area.
 - **Title**—the title of the clip
 - **Author**—the name of the clip's creator
 - **Copyright**—year and owner of the clip's copyright
 - **Keywords**—words that you think your audience would use to search for your clip. See "Creating Keywords" on page 47 for tips on creating good keywords.
 - **Description**—a brief summary of the clip's contents
4. Select an audience rating. You have the following choices:
 - **General - All Ages**—suitable for viewing by all audiences; the default setting

- **Parental Guidance Recommended**—might not be suitable for children 13 or under
 - **Adult Supervision Required**—not suitable for children under 18
 - **Adults Only**—should not be watched by anyone under 18
5. Select **Files Should not be Indexed by Search Engines** if you don't want your presentation to be available to people searching for content. Not selecting this option assigns a unique number to the presentation that allows it to be quickly identified by search engines. All presentation information is assigned to the unique number and sent to RealNetworks.
6. Click **OK** to return to the main window, saving your changes.

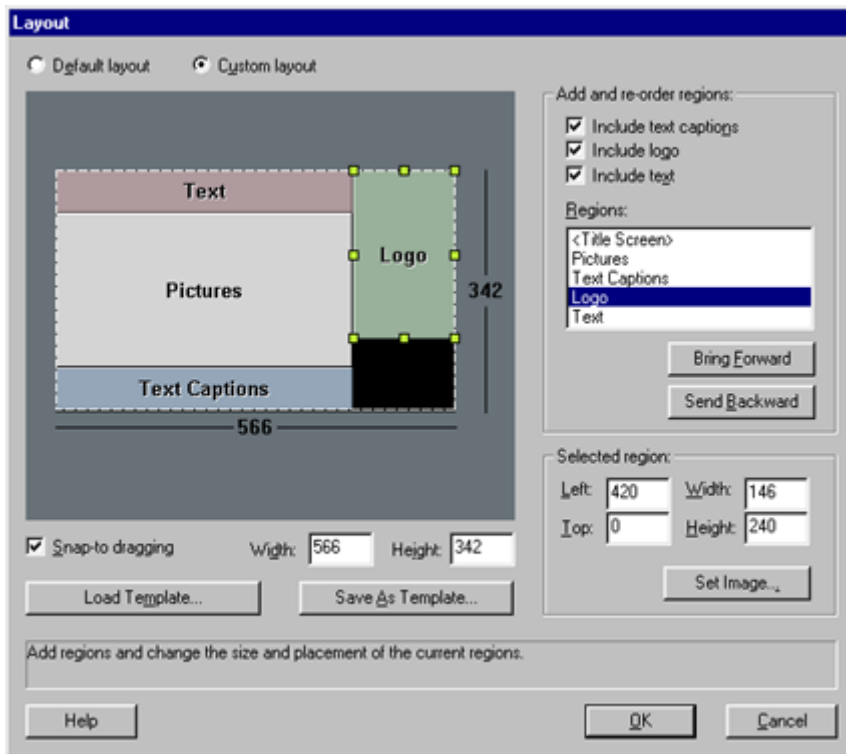


Choosing a Layout

A layout tells the RealPlayer where the different media regions of your presentation will be. You can simply use the default layout if you don't want to worry about the look of your presentation, or you can customize it by moving different regions around. This section shows you how to customize your layout.

All layout choices are made on the Layout dialog. In this dialog, you choose whether you want to use the default or a custom layout, which new regions you want to add, and how you want to regions to look.

The Layout Dialog



The different regions are described below:

- **Title Screen** is the name of your slide show. This is a text region that shows the title at the beginning of the presentation. In the example above, this region is depicted by the dotted white lines.
- **Pictures** is the region where your streaming images appear.
- **Text Captions** (optional) is the region that contains any captions you entered for an image. Although the default layout lists this region, you don't have to use it if you don't plan on using text captions.
- **Text** (optional) is the region that contains any text that you want to show during the entire slide show. The pictures and captions will change, but any text in this region will stay the same.
- **Logo** (optional) is the region that shows an image during the entire slide show. This region is useful for displaying a company icon or background

image. Like the Text region, the pictures and captions will change during a presentation, but the image in this region will stay the same.

Changing the Size of the Whole Presentation

Before you can add and adjust your regions, you will want to adjust the size of the whole presentation to fit all of the regions. The default size is 320 pixels wide and 240 pixels high.

► To adjust the output presentation size:

1. Choose **Edit>Project Layout** from the main menu.
The Layout dialog opens with the Default layout selected.
2. Before you can make any changes to the layout, select **Custom Layout**.
3. Enter a new **Width** and **Height** (in pixels) for the presentation. You can also drag the width and height bars to the size you desire.

Note

You can only choose presentation sizes between 60 x 60 and 1024 x 808.

4. Click **OK** to return to the main window, saving your changes.

Adding New Regions

Simple presentations only contain pictures, a title that appears at the beginning of playback, and maybe a caption. If you want to get more creative, you can add a Logo region or a Text region.

► To add a Logo region:

1. Choose **Edit>Project Layout** from the main menu.
The Layout dialog opens with the Default layout selected.
2. Before you can make any changes to the layout, select **Custom Layout**.
3. Select the **Include Logo** option.
The Logo region appears in the layout area as a small square.
4. Click the **Set Image** button.

The Image Element Properties dialog opens. In this dialog, you will select and edit the image that is used as your logo.

5. Click the **Choose Image** button, browse for your image, select it, and click **OK**.
 6. You can edit the image in the same way that you edit other images that appear in the main presentation. See “Adding Images” on page 9 for more information.
 7. Select the **Make Layout Rectangle Same Size** option if you want to force the Logo region to be the same dimensions as the image.
 8. Click **OK** to return to the Choose a Layout dialog.
- To add a Text region:
1. Choose **Edit>Project Layout** from the main menu.
The Layout dialog opens with the Default layout selected.
 2. Before you can make any changes to the layout, select **Custom Layout**.
 3. Select the **Include Text** option.
The Text region appears in the layout area.
 4. Click the **Set Text** button.
 5. The Text Element Properties dialog opens.
 6. Type the text you want to appear throughout the slide show.
 7. You can center the text horizontally or vertically by selecting those options.
 8. If you want to use any ReaText formatting tags, select that option.
The following table lists some standard tags. For a full list, refer to the RealText Authoring Guide, which can be found at:
<http://service.real.com/help/library/guides/realtext/realtext.htm>.

Common RealText Formatting Tags

RealText Tag	Description
<p>...</p>	creates a separated paragraph
 	add a line break
<center>...</center>	centers the enclosed text
...	the enclosed text is bold
<i>...</i>	the enclosed text is in <i>italics</i>

(Table Page 1 of 2)

Common RealText Formatting Tags (continued)

RealText Tag	Description
<s>...</s>	strikes through the enclosed text
<u>...</u>	the enclosed text is <u>underlined</u>

(Table Page 2 of 2)

9. Click **OK** to return to the Choose a Layout dialog.

Changing a Region's Size and Location

A good way to give your presentation a custom look is by adjusting the size and placement of the different regions. You can experiment with different looks and combinations to get a layout that works for you.

Tip

Use the **Snap-to Dragging** option to quickly line up your regions when you adjust them.

- To change the look of a region:

1. Choose **Edit>Project Layout** from the main menu.

The Layout dialog opens with the Default layout selected.

2. Before you can make any changes to the layout, select **Custom Layout**.

3. Select a region that you want to change in the list of regions.

The region is highlighted in the layout area.

4. You can drag the region to a new location, or you can use the anchors to adjust its dimensions.

5. Click **OK** to return to the main window, saving your changes.

Changing a Region's Order

When you have many different regions, sometimes they will overlap each other. Regions that appear in front of other regions will cover them when the final presentation is generated. The list of regions shows the current order; the regions at the top of the list are in front of those below them. The Title Screen region is always at the top of the list and cannot be moved.

- To move a region forward or backward:

1. Select a region that you want to change in the Regions section.

The region is highlighted in the layout area.

2. Click the **Bring Forward** button to move it in front of other regions.
The region moves up in the list.
3. Click the **Send Backward** button to move it behind other regions.
The region moves down in the list.
4. Click **OK** to return to the main window, saving your changes.

Saving a Layout

If you want to use your layout for other projects, you can save it using the **Save As Template** button. To use a previously created layout, click on the **Load Template** button.

Choose Your Target Audience

RealSlideshow gives you a few options for choosing a target audience. You can choose to create a presentation that will be created for modem users or a number of custom audiences.

This section explains what a target audience is, what a SureStream file is, and how to select a target audience for your presentation.

About Bandwidth

When you select a specific target audience, you are actually specifying a maximum bandwidth for your RealSlideshow presentation at the selected target audience. Bandwidth, measured in kilobits per second (Kbps or k), is the amount of data that can be sent through an Internet or network connection during a set period of time. Standard modems are commonly referred to by the bandwidth they are able to receive—for example, 28.8k and 56k.

In addition to these standard audiences, you can record clips for connection speeds of 100k, 200k, or higher. These higher bandwidths, however, are generally more typical of corporate Local Area Networks (LANs) or cable modems.

Keep in mind that the maximum bandwidth a connection is capable of is greater than the real bandwidth carried across it on average. For that reason, 28k connections actually only use a total bit rate of about 20k, while a 56k connection actually uses about 34k.

About SureStream™

A SureStream file is suited for generating output for more than one target audience. SureStream files enable you to create multiple output streams with different settings from a single input. All streams exist in a single output file.

For example, you can create a RealAudio clip for both 28k and 56k audiences, and RealPlayer G2 will automatically use the correct stream based on the user's connection speed.

A single rate file is only meant for one target audience and is much smaller in size. As a result, it takes less hard drive space. But, if your audience connects at a lower speed than the file is created for, they will not be able to play your single rate file.

How to Select an Audience

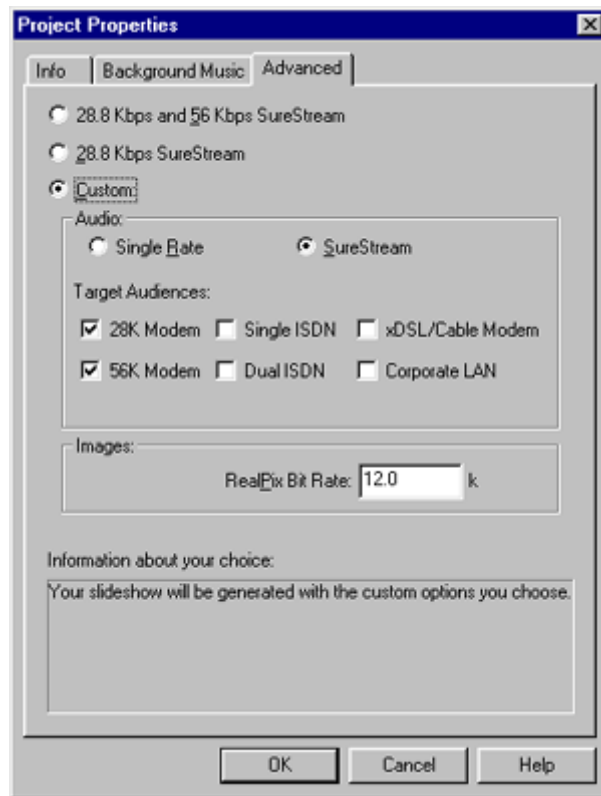
Now that you have learned the basics about target audiences, you can decide to what audience you want to stream. We recommend that you create presentations for 28.8 Kbps and 56 Kbps modem users since the majority of Internet users connect at those speeds.

➤ To select a target audience:

1. Choose **Edit>Project Properties** from the main menu.

The Project Properties dialog opens.

2. Click the **Advanced** tab.



3. Choose **28.8 Kbps and 56 Kbps SureStream** to create a presentation for both of these audiences. Choose only **28.8 Kbps SureStream** if you want to create a presentation for just this audience.
4. If you want a different audience, choose **Custom**.
5. Select either **SureStream** or **Single Rate**.
6. Choose a number of audiences (or one if you chose Single Rate). The more audiences you select, the larger your output file size will be.
7. Enter a new bit rate for the RealPix portion of your presentation, if desired.

The bit rate you enter should be lower than the overall bit rate of the presentation in order to give room for the audio portion (if you have an

audio caption or background music). The following table lists how much bit rate “room” you need for your audio stream.

Audio Bit Rates	
Target Audience	Bit Rate Used for Audio
28 Kbps Modem	8 Kbps
56 Kbps Modem	20 Kbps
Single ISDN	32 Kbps
Dual ISDN	32 Kbps
xDSL/Cable Modem	32 Kbps
Corporate LAN	32 Kbps

8. Click **OK** to return to the main window, applying your changes to the project.

Chapter 7

GENERATE THE PRESENTATION

Now that you have added images and sound, and modified the presentation to your liking, you are ready to generate the final product. This chapter guides you through each step of this process: convert the project into RealMedia, play and review the presentation, and send the final slide show to others using the Internet.

Convert Your Project into RealMedia

This section shows you how to create the output files that you will use to stream your presentation to your audience. You will also learn about the different files that make up a presentation created with RealSlideshow.

► To generate the output files:

1. Click the **Generate** button.
2. Enter a filename for the SMIL file. This file controls the layout of the final presentation.

Tip

Create a new folder for each project. RealSlideshow creates a number of files when the presentation is generated.

3. Click **Save**.

RealSlideshow converts the project to a streaming presentation. When the conversion is complete, a dialog shows you the different files that are generated.

4. Click **OK** to return to the main window.

The following table describes the files that are created when you generate a RealSlideshow presentation.

RealSlideshow Files	
File Type (extension)	Description
HTML (.htm)	a basic HTML file that contains a link that starts the presentation
SMIL (.smil)	the main file for the presentation that controls the layout in the RealPlayer; do not edit this file unless you are familiar with the SMIL language
RealMedia (.rm)	encoded RealAudio file; contains your music/voice track
Metafile (.ram)	a pointer file used by a RealServer to launch your presentation
RealText (.rt)	encoded RealText files that show your presentation's title at the beginning, your text captions, and any other text included with the presentation
RealPix (.rp)	encoded RealPix file; contains information needed to stream your images
JPEG (.jpg)	JPEG images used during the presentation
PNG (.png)	PNG images used during the presentation

If you want to view the presentation, open the SMIL file with your RealPlayer. The next section gives you tips on reviewing the presentation.

Play and Review

Once your output is generated, you will want to review your work for yourself. You will need a RealPlayer G2 installed to play your presentation.

► To play the presentation:

1. In the main window, click the **Play** button.
Your RealPlayer opens and begins playing your presentation.
2. Review the slide show and note where you want to make changes, if any.

3. Return to the RealSlideshow main window and make any necessary adjustments to your project.

Sending Your Slide Show to the Internet

RealSlideshow allows you to send a generated presentation to a server. This server allows any user with a RealPlayer (and access to the server) to be able to play your presentation. A simple-to-use wizard guides you through each step of the process.

Note

You must have generated a presentation before you can publish it.

Using a Service Provider

The easiest way to share your work is to register with a company that will host your RealSlideshow presentation. Different publishing profiles exist depending on which company (also known as a service provider) you decide to choose. These service providers give you access to a RealServer for free or for a small fee. Contact your provider's support for help with publishing.

► To use a service provider:

1. From the RealSlideshow main window, click the **Send** button.
2. The Send Wizard opens.
3. Choose a service provider from the list.
When you make a choice, the account information you must enter changes depending on that choice.
4. If you do not already have an account, click the **Get an Account** or **Get an Account Password** button.
5. Register with your service provider and they will give you a user name and password.
6. Enter this information in the spaces provided.
7. You can select whether or not to save the password and bypass this wizard in the future.
8. Click the **Send** button.

All of the files for your presentation are uploaded to the service provider's Internet server. This process may take a few minutes, depending on the speed of your connection.

9. When the upload is completed, you have the following options. Select one and click **Finish**.
- **Go to the RealSlideshow sharing page.** This page allows you to quickly view your slide show, e-mail it to friends and family, and register it with search engines.
 - **Go to your slide show Web page.** Selecting this option sends you directly to the uploaded Web page that is hosted by your service provider. The location is listed at the bottom of the dialog.
 - **Return to your slide show.** This option sends you back to the RealSlideshow main window.

Additional Information

For more information regarding data that is transmitted to RealNetworks when you select these options and what RealNetworks does with this data, see our Software Privacy Statement at our Web site:

<http://www.realnetworks.com>.

Creating Your Own Web Page

The Web page that launches your slide show is created by RealSlideshow and is sent to your service provider when you upload your project's files. The look of this Web page follows a standard template. If you choose to create your own Web page or adjust the standard page that is created, follow these tips.

- You must be experienced with HTML before you can adjust or create a Web page.
- Your custom Web page must contain a link to a .ram file that launches the RealPlayer and plays the slide show. This .ram file is created automatically by RealSlideshow and points to the location of the presentation on the server. For example:

```
<a href="test.ram">My Images</a>
```

Warning

Do not edit the .ram file.

- We recommend that you give your audience a link to the RealNetworks Web site so that they can download the RealPlayer if they do not have the latest version installed.

Using a RealServer

If you are streaming your presentation from a RealServer G2, you will need to contact your system administrator for vital information. Below is a list of the information you need. The items are divided into different sections based on the wizard pages that ask for the information.

It may be helpful to print out this list when you contact your system administrator.

FTP Server Information—the server where you will upload your Web page

- **FTP Server Name:** Name or IP address of the file server where your Web page will be uploaded. For example: *ftp.server.com*.
- **Directory:** Name of the directory on the file server where your Web page will be uploaded. For example, if the directory designated by your system administrator for uploading files is *ftp.server.com/upload*, enter upload as the directory name. This may be left blank.
- **FTP User Name and Password:** You may have to enter a name and password before you can log on to the FTP server.

Web Server Information—your Web page on the Internet

- **Web Server Name:** The name of the Web server that will host your Web page. For example: *www.mysite.com*.
- **URL Directory:** The subdirectory off of the main URL that will contain your Web page. If the URL where you have your personal Web site is called *www.mysite.com/mypage* you would enter mypage here.

RealServer FTP Information—the server where you will upload your presentation

- **RealServer Name:** Name or IP address of the RealServer where you will upload your RealMedia files. For example: *real.server.com*.
- **RealServer Directory:** Name of the media directory on the RealServer where your RealMedia file will be uploaded. For example, if the media directory assigned by your system administrator for uploading is called *real.server.com/media*, you would enter media as the directory name.

- **RealServer User Name and Password:** You may have to enter a name and password before you can log on to the RealServer for uploading.

Media Clip Information—the RealServer that streams your presentation

- **RealServer Location:** Name or IP address of the RealServer that users will use to locate your presentation. This can include the port. For example, if the full URL users will use to locate your media file on the Internet is *rtsp://real.server.com:6060/mypage/file.rm* you would enter *real.server.com:6060* as the RealServer name and port.
- **URL Directory:** The directory on the RealServer that users will use to locate your presentation. For example, if the full URL that users will use to locate your media file is *rtsp://real.server.com:6060/mypage/file.rm* you would enter *mypage* as the URL Directory.

Using the Wizard

Follow this procedure, using all of the information listed above.

- To publish your presentation to a RealServer
 1. In the main window, click the **Send** button.
The Media Upload Wizard opens to the introduction page.
 2. Choose **Any RealNetworks RealServer** from the list of publishing profiles and click **Next**.
 3. Enter the FTP server and directory where you will upload the HTML file that launches your presentation. Also enter a username and password if needed.
 4. Click **Next**.
 5. Enter the name of the Web server that will contain your HTML file, plus enter a sub-directory if needed.
 6. Click **Next**.
 7. Enter the name of the RealServer that you will upload your streaming media files to. You may have to enter a directory, username, and password.
 8. Click **Next**.
 9. Enter the name of the RealServer that will host your streaming media. Enter a directory if needed.

10. Click **Next**.
11. You are now ready to upload all of your files. Click **Next** to begin.
12. Once the upload is complete, click **Finish**.

Register Your Content

Once you have created a high-quality streaming media clip, you want people to watch and listen to it. RealSlideshow gives you the opportunity to add keywords to your clips and link to it from a public streaming media guide.

Creating Keywords

RealSlideshow gives you the ability to add keywords to your presentation. These keywords help search engines quickly identify your slide show.

Since slide shows are based on images for their content, the only way that your audience can search for your presentation is through the keywords that you specify. Therefore, choosing the best keywords is vital. Five to ten words should be all you need.

For example, if you are creating a RealPix presentation of your vacation to Hawaii, the keywords might be:

Hawaii, vacation photos, snorkeling, SCUBA diving, volcano

Adding Your Clip to RealSystem G2 Search Services

A good way for people to learn about your media clip is by using RealSystem G2 Search Services. This online guide is hosted by RealNetworks and gives you access to all Internet users.

If you choose to register, you will be sent to a Web page that asks you to enter information about your clip. This information will point users to your clip and where it is being streamed from.

► To add a clip to RealSystem G2 Search Services:

1. In the Share Your Slide Show Web page that opens when you have finished publishing, choose **Register Your Slide Show with RealSystem G2 Search Services**.

Your Web browser opens to the Search Services Web site. Any information that you entered when you created your presentation is automatically entered in the provided spaces.

2. Click the **Submit** button.

Your content is submitted to RealNetworks for review.